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SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING

Purpose of Amendment (describe the reason for amending original submission): updated forms



(Signature of Traveler)

SECRET

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Postsecondary National Policy Institute (PNPI)
2. Description of the trip: see attached.
3. Dates of travel: April 4-6, 2018 "two nights"
4. Place of travel: Hooksett, NH
5. Name and title of Senate invitees: See attached.
6. I *certify* that the trip fits one of the following categories:
 - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
 - OR –
 - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
 - AND –
 - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
 - AND –
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

~~-OR-~~

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

~~-OR-~~

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

See attached.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

See attached.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

See attached.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

In addition to multi-day seminars, PNPI sponsors Hill-based briefings for larger Hill audiences and is available to all congressional staff for postsecondary related research support. PNPI also offers professional development, briefings and bootcamps, to prospective policymakers.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	\$356.83 (round trip flight cost, round trip MARC train tickets from Union Station D.C. to BWI and on the ground shuttle to meetings)	\$214	\$64	\$0

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip is arranged and organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

See attached.

19. Name and location of hotel or other lodging facility:

Fairfield Inn & Suites by Marriott-Hooksett, 8 Bell Ave, Hooksett, NH 03106

20. Reason(s) for selecting hotel or other lodging facility:

The Fairfield Inn & Suites is in proximity to the airport and Southern New Hampshire University. The hotel is also within driving distance of Northern Essex Community College.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

See attached.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

All round trip air travel will be coach class.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor: Mary Ellen McGuire

Name and Title: MaryEllen McGuire, President

Name of Organization: Postsecondary National Policy Institute (PNPI)

Address: 718 7th Street NW, Floor 2, Washington, DC 20001

Telephone Number: 202-407-3172

Fax Number: _____

E-mail Address: mcguire@pnpi.org

ATTACHMENT:

Senate Private Sponsor Travel Certification Form

2. Description of the Trip:

This seminar is designed to increase congressional staff's understanding of the role of faculty, employers and institutions of higher education in supporting and implementing competency-based education (CBE) programs. It will also increase congressional staff's understanding of students' experiences with CBE, the CBE regulatory environment, and how quality is assured in developing and implementing competency-based learning.

A detailed agenda is attached.

5. Name and title of Senate invitees:

Katie Brown

Legislative Assistant
Senator Collins

Rebecca Howard

Legislative Assistant
Senator Jones

Lauren Davies

Education Policy Advisor
Senator Alexander

Andrew LaCasse

Education Policy Advisor
Senator Alexander

Josh Delaney

Senior Education Policy Advisor
Senator Warren

Brittany Weaver

Legislative Assistant
Senator Hassan

All staff were invited due to their employment with the Senate HELP Committee or with a Member who sits on the Committee.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

PNPI is the sole sponsor, planner and executioner of the trip. PNPI created the agenda, developed the invitation list and is managing all event panels and logistics. The Bill & Melinda Gates Foundation, the Lumina Foundation and The Kresge Foundation are not sponsors of this trip, did not play a role in organizing or planning this trip, and will not be conducting this trip. The Bill & Melinda Gates Foundation, the Lumina Foundation and The Kresge Foundation grant funding to support PNPI including PNPI's work educating Congressional staff, but did not earmark any funding for this trip.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Lodging and meal expenses equal the combined per diem rates. Lodging costs \$107/night, which is \$5 above the nightly lodging per diem rate, but daily meal expenses are \$5 less than the daily meals and incidental per diem rate because breakfast is complimentary with the hotel reservation. Lodging in Hooksett, NH minimizes travel time between the airport, campuses, and hotel due to its equidistance from those locations. Hooksett is located in Merrimack County but borders the county limits of Hillsborough County, which has a \$5 higher nightly lodging per diem rate. PNPI negotiated the best possible lodging rate given the close proximity of the hotel to the Hillsborough County border and ensured that the total expenses fall within the combined per diem rates. April 4 – \$5 for incidental expenses. April 5 – \$5 for incidental expenses + \$49 for lunch and dinner. April 6 – \$5 for incidental expenses.

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Competency-Based Education

Wednesday, April 4 – Friday, April 6

Hooksett, New Hampshire

SEMINAR GOALS

Increase participants' understanding of the roles that faculty, employers and institutions of higher education play in supporting and implementing competency-based education (CBE) programs.

Increase participants' understanding of how students experience CBE.

Deepen staff knowledge of the CBE regulatory environment - how experimental sites authority is facilitating or challenging the use of CBE on college campuses.

Extend participants' knowledge of how quality is assured in developing and implementing competency-based learning.

AGENDA

Wednesday, April 4

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- | | |
|----------------|---|
| 7:35 PM | Depart Baltimore Washington International (BWI)
Southwest Airlines Flight # 1839 |
| 8:55 PM | Arrive in Manchester, New Hampshire |
| 9:30 PM | Check-In: Fairfield Inn & Suites by Marriott-Hooksett, Hooksett,
New Hampshire |

Thursday, April 5

8:00 AM - 9:00 AM

**Working Breakfast/CBE Review
Fairfield Inn & Suites by Marriott-Hooksett**

Facilitators:

MaryEllen McGuire

Jessica Bowen

Questions for Discussion:

What is competency-based education? What are some of its defining characteristics?

What is the difference between competency-based education and prior learning assessment?

What are the different types of competency-based education program designs?

Who currently participates in competency-based education programs? What are the current demographics? What, if anything, do we know about these students' outcomes?

9:00 AM - 10:00 AM

Travel to Northern Essex Community College (NECC)

10:00 AM - 11:30 AM

**Welcome & Introduction to NECC and a course-based
model of Competency-Based Education
Northern Essex Community College, Haverhill,
Massachusetts**

Speakers:

Dr. Kim Burns, Dean of Academic Innovations & Professional Development

Dr. Bill Heineman, Vice President of Academic & Student Affairs

Questions for Discussion:

- What led to the creation of NECC's CBE programs?

What are the various types of CBE and where does course-based CBE fit?

How was it created and designed? How do these programs currently work?

Who is participating in your competency-based education programs?

How are you evaluating your program? Do you have student outcome data to share?

What is the Competency-Based Pathways in Early Education and Care Initiative?

11:30 AM - 12:30 PM

Working Lunch and Roundtable with Students, Learning Coach Ada Greenberg, and Faculty Members

Speakers:

Ada Greenberg, Learning Coach

Students and Faculty selected by NECC

Questions for Discussion:

Faculty: How did you come to this teaching model? What sort of preparation have you received on teaching outside of a traditional classroom? How does this modality meet the needs of community college students? What have been some of the challenges you've faced? What changes would you make to this type of programming?

Students: What attracted you to this program? Are things going as planned? What challenges have you faced/successes have you achieved?

- Learning Coach: What is your role? How do you support students?
- ALL: What advice do you have for policymakers interested in helping facilitate CBE?

12:30 PM - 1:30 PM The Federal Government, CBE & Lessons Learned

Speakers:

Dr. Bill Heineman, Vice President of Academic & Student Affairs

Heather Mores, Director of Compliance for Student Affairs

Dr. Kim Burns, Dean of Academic Innovations & Professional Development

Questions for Discussion:

What has NECC's experience with the U.S. Department of Education's Experimental Sites Initiative been like?

With regard to offering CBE programs generally, and with regard to working with the federal government under experimental sites authority, what lessons have you learned so far?

What advice do you have for policymakers charged with rewriting current law?

What does current law have right? What does current law have wrong? What additional guidance or support do you need from policymakers, the law or regulations?

1:30 PM - 2:30 PM Travel to Southern New Hampshire University (SNHU)

**2:30 PM - 4:00 PM Welcome from Dr. Paul LeBlanc & Introduction to
SNHU & College for America
Manchester, New Hampshire**

Speakers:

Paul LeBlanc, President of Southern New Hampshire University

*William Hartglass, Vice President Strategic partnerships and Channel Development,
Workforce Partnerships*

Dr. Kimberly Bogle Jubinville, Senior Vice President and University Chief Academic Officer

Colin Van Ostern, Vice President of Workforce Solutions, Workforce Partnerships

Amy Stevens, Executive Director of Competency-Based Education Programs

Questions for Discussion:

- What led to the creation of College for America?
- How does your program currently work?
- Who is participating in your competency-based education programs?
- How are you evaluating your program? Do you have student outcome data to share?
- What barriers to expansion currently exist at the federal, state and accrediting levels?
- What has SNHU's experience with the U.S. Department of Education's Experimental Sites Initiative been like?

4:00 PM - 5:15 PM Conversation with Students and Faculty Members

Speakers:

Students and Faculty selected by SNHU

Questions for Discussion:

- Faculty: What do the most successful students do differently? How are they successfully completing their coursework and their degrees? What sort of preparation have you received on teaching a CBE program? What have been some of the challenges you've faced?
- Students: What attracted you to this program? Are things going as planned? What challenges have you faced/successes have you achieved?

5:15 PM - 6:15 PM Break at Hotel

6:15 PM - 6:30 PM Travel to Dinner at President's Residence, Manchester, NH

**6:30 PM - 8:00 PM Working Dinner with Dr. Paul LeBlanc: Reflections on CBE
President's Residence, Manchester, New Hampshire**

Speakers:

Dr. Paul LeBlanc, President of Southern New Hampshire University

MaryEllen McGuire, President of the Postsecondary National Policy Institute

Questions for Discussion:

- Looking back at how your program has changed over time, what would you say are the major lessons learned?
What advice would you give to an institution looking to create a CBE program?
- What does current available data, research and evaluations tell us about CBE programs as a whole? What data is missing?
There is a concern that the expansion of CBE could also lead to an increase of bad actors and fraud. What would you say about these concerns?
What are the potential advantages to increasing CBE programs?
- If you could make one change to the postsecondary system at the federal level, what would it be and why?

8:00 PM - 8:30 PM Travel back to hotel

Friday, April 6

**6:30 AM - 7:30 AM Check-out/Breakfast & Wrap up Discussion
Hotel**

Facilitators:

MaryEllen McGuire

Jessica Bowen

Questions for Discussion:

How might the federal government further support the work of institutions like NECC and SNHU?

If there is one key takeaway from the work of NECC and what would it be?

What follow up programming might you be interested in regarding competency-based education? What further questions do you have?

7:30 AM - 8:00 AM Drive to Airport

8:00 AM - 9:00 AM Check-in at Airport

**9:00 AM - 10:35 AM Depart Manchester, New Hampshire (MHT)
for Baltimore/Washington International (BWI)
Flight # 1703**

10:35 AM

Arrive Baltimore/Washington International (BWI)

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